

Job title: Community Learning and Development Worker

Context

Kinning Park Complex (KPC) is a community-owned space in the Southside of Glasgow. We have spaces for private events, community activities and we offer a diverse programme of free and low-cost classes and activities for all ages. We are a membership-based organisation, with members drawn primarily from the local area and are in the process of working towards becoming a member driven organisation. Our vision is for an active and engaged membership that plays a key role in developing and delivering services and activities within the building and that participates in both the governance of our organisation and the wider civic life of our local area.

We offer family friendly, flexible working arrangements including remote working options where appropriate. We also offer statutory holiday allowance plus bank holidays, structured training and development activities, 5% pension contribution, company sick pay and a phone / laptop.

Purpose

To assist KPC's community learning and development work, and support the delivery of KPC community and neighbourhood based projects. This work seeks to develop the knowledge, skills, capacity, and power of the KPC membership community and in the communities in surrounding neighbourhoods.

Organisational relationships

- Line manager: Community Development Officer
- Leadership responsibilities: Volunteers

Location: Kinning Park Complex, 43 Cornwall Street, Glasgow, G41 1BA


Contact us

 www.kinningparkcomplex.org

 hello@kinningparkcomplex.org

 07840843314

About us

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The Kinning Park SCIO is a registered charity

SC048399

Specific Duties and Responsibilities

- Assisting KPC's Community Development Team in working with KPC management and staff to deliver programmes according to Community Learning and Development Standards
- Assisting with day-to-day coordination of KPC community and neighbourhood projects by regular networking meetings, volunteer meetings and community meetings
- Admin tasks related to membership and project volunteer development
- Supporting members and volunteers with capacity building and training opportunities
- Support volunteer evaluations
- Facilitating dialogue, learning, and training opportunities both in physical and online spaces
- Maintaining community mapping efforts to ensure KPC have most relevant information on local activities, events, and developments
- Facilitating access to KPC membership and projects by local people
- Assisting with monitoring and evaluation tasks for membership and project work
- Building and maintaining networks by liaising and collaboration with external partners and stakeholders
- Achieve external targets related to funding and gathering project information
- Any other duties of a similar level and responsibility


General

- Contribute to an enthusiastic, positive working environment within KPC and its projects
- Model behaviour as a champion of the charity's mission, vision and values
- Contribute ideas to help KPC grow
- Responsible for own learning - identifying training and development gaps and seeking opportunities to learn in different ways
- Work to achieve agreed goals and targets
- Take part in annual performance appraisal, reflecting on own performance
- Contribute to developing effective procedures and working practices in KPC
- Help plan services

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- Follow guidelines, procedures and policies provided by the company in relation to financial management and paperwork
- Liaise with colleagues to ensure the smooth running of operations
- Attend staff meetings and other internal and external meetings as required
- Play an active part in achieving high standards of customer care
- Complying with all HR policies including equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care
- Undertake other appropriate duties as required commensurate with the level and role of the job

Community Development Worker – Person Specification

Essential

- Excellent communications skills with the ability to adapt academic jargon to the appropriate audience and/or situation
- Good digital skills
- An accredited award in Community Development / Community Education
- Experience working in neighbourhood-based community projects
- Experience of meeting/workshop facilitation
- Understanding of the CLD Competent Practitioner Framework
- Awareness of common personal and structural barriers to community participation
- Experience of working in local outcome improvement plans, single outcome agreements, locality plans or other place based outcomes

Desirable

- Experience monitoring and evaluating funder outcomes and objectives
- Experience working across diverse groups and experience of conflict resolution
- Knowledge of employability outcomes
- Experience developing new events programmes and projects
- Knowledge of communication, marketing, publicity, public relations or social media


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- Experience of working in a creative or community environment with a diverse team
- Experience of event planning and organising
- Experience of online meeting facilitation

Terms and Conditions

Period of contract: Funded until March 2023.

Start date: Monday 10th October 2022 (negotiable)

Salary: £21,372 Pro Rata (from start date to March 2023)

Number of hours per week: FT 37.5 hours per week

5 days out of 7 per week. Flexibility required to involve evening and weekend working as suits emerging and developing projects.

Deadline: Sunday 18th September 2022 11:59pm

Interviews: Dates available 27th, 28th and 29th September

To apply please email your up-to-date CV plus a cover letter detailing your practical experience (this can be through paid, voluntary or placement work) / suitability against the essential and / or desirable criteria outlined in the role descriptor to hello@kinningparkcomplex.org with **FAO Community Learning and Development Worker** as the subject line. Where possible, please attach a PDF version of both your CV and cover letter to your email.

Kinning Park Complex is committed to the promotion of an inclusive and diverse working environment and we therefore encourage applications from all suitably-qualified candidates, irrespective of gender, transgender status, disability, marital, parental status or caring responsibilities, ethnic or racial origin, or class background.


If you have any questions about the application please email

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